

Town of Concord
Zoning Board of Appeals

141 Keyes Road
Concord, MA 01742
Tel: (978) 318-3295
Fax: (978) 318-3291



Zoning Board of Appeals Application

Town Use Only

Received by Clerk of the Board:

Town Clerk Stamped Received

Application Fee: _____

Hearing Date: _____

1 Application Information

Applicant's Name and contact # _____

This Application is for:

- ☐ Special Permit ☐ Site Plan Review ☐ Variance ☐ Comprehensive Permit
☐ Appeal from a decision of the Building Inspector/Zoning Enforcement Officer

What Sections of the Concord Zoning Bylaw are applicable to this Application?
(Specifically identify each section.)

Nature and justification of request: (Attach additional pages if needed.)

2 Property Information

Address: _____

Parcel ID #: _____

Map #: _____

Zoning District: _____

Total land area (acres or square feet): _____

Lot frontage: _____

Present use: _____

Proposed use: _____

Check all applicable:

- ☐ Historic District
☐ Wetlands Conservancy District
☐ Flood Plain Conservancy District
☐ Groundwater Conservancy District
☐ Wireless Overlay District
☐ White Pond Advisory Area
☐ Property contains abandoned railroad right-of-way
☐ 100' Wetland Buffer Zone
☐ 200' River's Act Area
☐ Within 2 miles of the end of any Hanscom Field runway

3 APPLICANT AND OWNER INFORMATION

The undersigned hereby certifies that he/she has read and examined this application, the Board of Appeals Procedures and Checklist and that the proposed project is accurately represented in the statements made in this application. The undersigned also certifies that applications have been filed with the Planning Board, Natural Resources, and White Pond Advisory Committee, if appropriate, and hereby requests a hearing before the Board of Appeals with reference to the above application.

Owner(s): _____ Date: _____
(Signature) *required

(Please Print.) Date: _____

(Signature) Date: _____

(Please Print.) Date: _____

(Address, if different from property address) Telephone: _____

Applicant(s): _____ Date: _____
(Signature)

(Please Print.) Date: _____

(Signature) Date: _____

(Please Print.) Date: _____

(Address, if different from property address) Telephone: _____

Applicant is: ☐ Owner ☐ Tenant ☐ Agent/Attorney ☐ Purchaser

To avoid project delays, this Application and all supporting documentation must be reviewed by a Town of Concord Building Inspector prior to filing with the Town Clerk.

Please be advised that it is **the Applicant's responsibility to schedule an appointment to meet with a Building Inspector at least one to two weeks before the application submission deadline.**

This completed Application has been reviewed by a Town of Concord Building Inspector.

Signature of Building Inspector

Date of Review

Town of Concord, MA

Zoning Board of Appeals Application Procedures

A copy of the Zoning Board of Appeals (ZBA) Meeting schedule and the **filing deadline** for each meeting can be found on the Town of Concord website www.concordma.gov or a copy can be obtained at the Planning Division. All hearings are open to the public, as required by law, and all applications submitted become public record. The applicant and/or his/her representative should plan to appear at the hearing.

Before you file your ZBA Application ...

1. **Review the Concord Zoning Bylaw before completing the application.** Copies of the Zoning Bylaw can be viewed and/or purchased in the Building Division at 141 Keyes Road on the second floor or found on the Town of Concord website www.concordma.gov. Locate the specific sections of the Bylaw that pertain to your application and enter these section numbers on the application form. Complete the “nature and justification of your request” section of the application form by specifically addressing the language found in that section of the bylaw that pertains to your application. Also, if a **Special Permit** is sought, reference Section 11.6 of the Bylaw or if a **Variance** is sought, reference Section 11.7 of the Bylaw. Failure to cite or note the correct sections could cause delays for your project.
2. Fill out the ZBA Application completely in accordance with these Application Procedures and the appropriate Application Checklist so that there will be no ambiguity or uncertainty as to your intent in seeking approval of your application.
3. Review your application with a Town of Concord Building Inspector to ensure that the application is correct, complete and clear. Applicable site plans, building plans and any required documentation should be included for this review. Please be advised that it is the Applicant's responsibility to schedule an appointment for this review **at least one to two weeks before the application submission deadline** in order to avoid project delays. Your application is required to be signed by the Building Inspector to be complete.
4. Certain types of ZBA Applications require recommendations and/or approvals from other Boards and Commissions. Some examples are:
 - a. If any portion of the property is located within one of Concord’s Historic Districts and your application involves any visible exterior change to the property, contact the Historic Districts Commission Office directly. A Certificate of Appropriateness must be issued by the **Historic Districts Commission** before a decision will be rendered by the ZBA.
 - b. If a **Planning Board** review and recommendation of the application is required, additional copies of the complete ZBA Application and, if required, appropriate filing fee must be submitted to the Planning Board at the same time that the application is filed with the Zoning Board of Appeals.
 - c. If any portion of the project falls under the jurisdiction of the Massachusetts Wetlands Protection Act, contact **the Division of Natural Resources** office directly. A Determination of Applicability and/or an Order of Conditions may be required before a decision will be rendered by the ZBA.

On the day the ZBA Application is filed...

1. Ten (10) copies of the application together with ten copies of all required documentation and plans are filed with the Town Clerk at the Town House at 22 Monument Square. The Town Clerk will date stamp each application, keep one copy and return nine copies to you. Please make sure you retain the original signed application because that is required to be submitted to the ZBA.
2. After you file the application with the Town Clerk, submit one copy of the "Abutters List Request Form" to the Assessor's Office at 24 Court Lane. The Assessor's Office will either calculate the number of Abutters to the property while you wait or you will be notified within 24 hours. The charge per Abutter is \$1.00 with a maximum of \$50.00 and must be paid to the Assessor's Office at that time. The Assessor's staff will sign a copy of the request form and give it back to you. This signed copy is submitted with your application. When completed, the Assessor's Office will forward the list of Abutters to the ZBA Office and that Office will mail the Abutter Notices. Please note that abutters list requests may take up to 10 days to process; however, in most cases, they are completed within 2-4 days.
3. The original signed application and documentation with eight copies must be filed on the same day with the ZBA Clerk at 141 Keyes Road together with your check made out to the **Town of Concord** in the amount indicated on the Fee Schedule. (See below.)

Before the day of the ZBA Hearing...

Follow up with the staff of other town boards, as applicable, to ensure that their review and recommendation of the proposed project will be available before your scheduled hearing date. All necessary reviews and/or recommendations to the Board of Appeals from other town boards/staff must be available before a decision will be rendered by the Zoning Board of Appeals. If you determine that these reviews and recommendations will not be available by the Board of Appeals scheduled hearing date, you should request a continuance of the ZBA hearing, in writing, until such other board review and recommendation is completed.

Fee Schedule

ZBA Special Permit	\$200
ZBA Special Permit with Site Plan Review	\$200 and appropriate Site Plan fee
ZBA Special Permit Renewal	\$100
Variance	\$200
Planned Residential Development	\$500 plus \$100 per dwelling unit *Dwelling unit fee waived if subdivision fee is required
Comprehensive Permit	\$500 plus \$100 per dwelling unit
Appeal of a Decision of the Building Inspector	\$50
Personal Wireless Service Facilities	\$750

Instructions:

This form is to be completed by the Applicant and submitted to the Assessor's Office, 24 Court Lane, at the same time that the Applicant submits the required number of copies of a complete Zoning Board of Appeals or Planning Board Application to the Town Clerk. The Assessor's Office will calculate the number of Abutters to the property while you wait. The charge per Abutter is \$1.00 and must be paid to the Assessor's Office at that time. The Assessor's Office will later submit the list of Abutters to the Zoning Board Appeals Office and that Office will mail the Abutter Notices on the appropriate date.

Abutters List Request Form

Property Address: _____

Parcel Number: _____

Name of Person Requesting List: _____

Telephone Number: _____

I am submitting an Application to the:☐ **Zoning Board of Appeals**☐ **Planning Board**

Date Requested: _____

For Assessors use only

Date Processed: _____

Amount paid: _____

Concord Zoning Board of Appeals
Special Home Occupation Application Checklist
Special Permit, under Sections 5.3.6.2 & 11.6,
for a Special Home Occupation (or renewal)

Property Address: _____

Applicant Name: _____

Information to be submitted with application:

- ☐ **Certificate of Appropriateness from the Historic Districts Commission**, if you are within Historic Districts and are requesting a sign as part of your application
- ☐ **Check made payable to the Town of Concord for \$200.00**
- ☐ **Written description of the proposed home occupation:**
 - number of employees
 - where the employees will be working within the home
 - where the employees will be parking on the lot
 - days & hours of operation
 - number of clients per day
 - exterior indications (visual or auditory) of the home occupation
- ☐ **Floor plans** of the structure showing where the home occupation will be carried out
- ☐ **Parking layout plan** showing the parking location, with parking space dimensions, for the number of parking spaces required for visitor, employee and residential on-site parking. Two parking spaces are required for each residential unit plus one parking space for each visitor and/or employee that will be on the site at any time.
- ☐ **Sign details** and location plan if any signs are proposed. Sign dimensions and wording is required.
- ☐ **If submitting an application for a renewal of a special permit**, provide a copy of the existing decision and previous plans.

Number of copies that must be submitted with application:

- ☐ Ten (10) copies of the completed application
- ☐ Ten (10) copies of all supportive materials
- ☐ Two (2) full size copy of the plan(s) showing all requested information, including floor plans & elevations
- ☐ Ten (10) copies of an 11" x 17" reduction of the plan(s)
- ☐ One copy of the Abutters List Request Form stamped by the Assessor's Office

COMMUNITY NEWSPAPER COMPANY

The Concord Journal

Legal Notice Department

Phone: 781-433-7902

Fax: 781-433-1702 or 781-453-6650

DATE: _____

The Application that I am submitting for a _____
at _____ to the:

☐ Zoning Board of Appeals

☐ Historic Districts Commission

☐ Planning Board

requires a notice of a public hearing. Legal notices are currently submitted to the Concord Journal for publication.

This legal notice will be submitted to the Concord Journal for publication on the following date(s): _____.

I hereby acknowledge **responsibility for payment** of the required legal notice to the Concord Journal.

Signature

Printed name

Address

City/State/Zip

Telephone Number

Note: A delay in the publication of the legal notice may cause a delay in the opening of the public hearing.